



Gilston Area Steering Group Meeting

Thursday 21 June 2018 – 19.00

East Herts Council offices, Wallfields, Hertford

Minutes

Present:	Bob Toll (BT)	-	Neighbourhood Plan Group (NPG)
	Mark Orson (MO)	-	NPG
	Anthony Bickmore (AB)	-	NPG
	Jill Buck (JBu)	-	Widford Parish Council (WPC)
	Mary Parsons (MP)	-	Places for People (PfP)
	Claire Hamilton (CH)	-	Garden Town Director (GT)
	Cllr Danny Purton (DP)	-	Harlow Council (HC)
	Simon Pipe (SP)	-	HC
	Cllr Eric Buckmaster (EB)	-	HCC (noted also an EHC Cllr)
	Cllr Linda Haysey (LH)	-	East Herts Council (EHC) - Chair
	Cllr Bob Brunton (BB)	-	EHC
	Liz Watts (LW)	-	EHC
	Kevin Steptoe (KS)	-	EHC
	Adam Halford (AH)	-	EHC
	Sara Kocks (SK)	-	EHC
Guests:	Eugenie Harvey (EH)	-	Churchgate Street Residents Assoc. (CSRA)
	Tim Gray (TG)	-	CSRA

Apologies:

	Janine Bryant (JB)	-	NPG
	Chris Lovegrove	-	City & Provincial Properties (CPP)
	David Sprunt	-	ECC
	Rich Cooke	-	ECC
	Sam Robert Clark	-	High Wych Parish Council (HWPC)
	Jan Hayes-Griffin	-	HCC
	Taryna Surtees-Moss	-	EHC

1. Welcome & Apologies

- 1.1 LH welcomed everyone to the meeting.
- 1.2 AH confirmed apologies received as set out above.

- 1.3 Sara Kocks was introduced to the Group. Sara has joined the Council's planning team as project co-ordinator and will be working closely with the Steering Group.
- 1.4 Two guests from the Churchgate Street Residents Association were attending to observe the Steering Group meeting as Harlow Council are keen to learn from the experience of the Steering Group for their future engagement with residents.

2. Minutes & actions of previous meeting

- 2.1 LH introduced the minutes of the last meeting of 17th May (Appendix 2A). The minutes were agreed as a correct record.
- 2.2 LH went through the actions of the previous meeting:
- Para 3.3 Confirmed that Claire Hamilton, the Harlow and Gilston Garden Town Director is in attendance and will be providing an update on the Garden Town.
- Para 5.3 Mary Parsons/Anthony Bickmore confirmed they are liaising to arrange a meeting to discuss the Neighbourhood Plan.
- Action:** Mary Parsons / Anthony Bickmore to update at next Steering Group.
- Para 6.4 Mary Parsons/Anthony Bickmore reiterated they will be meeting to discuss the Neighbourhood Plan.
- Para 6.5 Mary Parsons confirmed that Places for People and City & Provincial Properties will work together to produce a note setting out for the community what the Places for People and City and Provincial Properties planning applications will cover. **Action:** Mary Parsons to provide this note for the Steering Group.
- Para 7.2 AH confirmed that the Executive report on the Gilston Area Concept Framework was circulated to the Steering Group on 1st June. AH will be updating on the Executive Meeting.
- Para 7.4 Mary Parsons will bring details of a potential briefing with the TCPA to the next Steering Group.
- Action:** Mary Parsons to update at next Steering Group
- Para 9.1 Adam Halford confirmed that the Steering Group programme includes reference to the work being done by Princess Alexandra Hospital to assess the future options for the Hospital. AH will seek an update from PAH on any milestones that the group needs to be aware of.

Para 10.2 Mary Parsons indicated that a proposal to assess local Housing needs will be brought to the next Steering Group.

Action: Mary Parsons to update at next Steering Group.

3. Harlow & Gilston Garden Town update

- 3.1 Claire Hamilton presented an overview to the Steering Group of the joint work that is being undertaken by Harlow Council, Epping Forest District Council, East Herts Council, Hertfordshire County Council and Essex County Council collaboratively in relation to the Harlow & Gilston Garden Town.
- 3.2 The presentation included reference to the Harlow and Gilston Garden Town Member Board, with representatives from each Council which is not a decision-making body but will make recommendations to the Councils. Twelve key workstreams were set out which are being progressed by joint working between officers from each local authority which will make recommendations to a senior officer group and then to the Member Board. A broad timeline was presented which set out how the individual District Plans from each of the Councils and the work being produced under the Garden Town joint working will relate to one another and, through engagement with stakeholders and the community, will inform the masterplans and designs of the new garden communities.
- 3.3 **Action:** Claire Hamilton to circulate the presentation slides. 3.4 Jull Buck queried whether the Member Board was just for Harlow or for the whole Garden Town.
- 3.5 CH clarified that the Member Board was for the whole Garden Town although will mainly be expected to discuss matters relating to the new developments.
- 3.6 Councillor Prutton explained that the Board needed to cover the whole Garden Town so that it could ensure that it is able to discuss both the new homes and the new jobs that are coming to the Garden Town and to make sure these benefit existing communities and that new workers coming to the area want to live in the town.
- 3.7 Mark Orson suggested it might be interesting for the Steering Group to understand the projections on jobs that will be created in the Garden Town.
- 3.8 AB suggested that commuting to London will likely always still exist due to the rail links.
- 3.9 CH indicated that the Councils want the Garden Town to be as sustainable as possible with new jobs benefiting existing and new communities.

- 3.10 LH indicated that the London-Stansted- Cambridge corridor represented huge economic potential and an opportunity for the Garden Town.
- 3.11 MP indicated that Places for People have recognised this potential.
- 3.12 Mark Orson queried if there was community representation on the Garden Town Board.
- 3.13 CH indicated that each Council is represented on the Board and therefore community representations will typically be through the respective Council's Member. Terms for the Board are being considered and these might allow for Ward Councillors or Community representatives to attend where meetings are discussing matters relevant to specific communities.
- 3.14 AH confirmed that East Herts officers are involved in all of the working groups so officers are also representing the Council and its communities on the garden town.
- 3.15 Councillor Bob Brunton asked if there was government financing for the Garden Town and whether there was any capacity in this for the community.3.15 CH confirmed that government financing had been provided but at present none of this had been provided for community engagement, the Garden Town team will always look for future finance opportunities.
- 3.16 Mary Parsons suggested that the communities in the Garden Town might wish to work together to create a single community forum which might allow them to work together to share views and possibly apply for government funding.
- 3.17 **Action:** CH/AH to suggest this to the Garden Town working group on Communications and Consultation. 3.18 AB queried what the Garden Town is doing to look at Governance and whether this would impose decisions onto the communities in the Districts.3.19 LH confirmed all aspects of Governance are being explored.
- 3.20 AH indicated that decisions through the Garden Town will still need to be in accordance with the District Plans so nothing will be imposed on the District Councils which are, in any case, represented in the Garden Town through both officers and members.3.21 Councillor Prutton provided an overview of the Area Action Plan that Harlow are producing to look at the future of the town centre which is aiming to create an aspirational place for people to live work and visit for shopping, leisure and entertainment. It is hoped that all the Garden Communities including the Gilston Area will use and value a refurbished and vibrant new town centre and visit it using high quality sustainable transport options including walking, cycling and public transport.
- 3.22 Adam Halford introduced the Garden Town Vision Engagement Brief (Appendix 3A). In summary it is proposed that an exhibition is held at Gilston & Eastwick Village Hall on Thursday 12th July between 4pm and 8pm to exhibit the draft Garden Town Vision (Appendix 3B). This is part of a consultation across the Garden Town also including

exhibitions in both Harlow and Epping Districts. The exhibition will be a drop-in event so that residents can arrive anytime between these hours and it will be staffed by officers from East Herts Council and consultants from Allies & Morrison who have assisted the Councils in preparing the draft Vision. Pop-up display boards will be provided to introduce the Vision document along with a questionnaire so that visitors can provide comments for the Councils to consider before finalising the Vision.

- 3.23 Anthony Bickmore indicated that there was also an event with Places for People on 7th July.
- 3.24 Mary Parsons suggested that if the members thought this was an issue they could postpone the Places for People event.
- 3.25 Bob Toll indicated that Hunsdon Parish have already gone public on the 7th July event and therefore it was agreed it would continue. It was felt that the events were on different matters and therefore this should not be confusing to the community.
- 3.26 Jill Buck queried images in the Vision that suggested sustainable corridor links might extend beyond the Gilston Area.
- 3.27 AH indicated that images were illustrative but welcomed feedback on the clarity of these through the consultation. These sustainable corridors are only referring to walking, cycling and in cases public transport links so these are not meant to suggest roads for private vehicles.
- 3.28 Mark Orson queried what will happen with feedback received.
- 3.29 AH indicated that comments received will be assessed by officers and used to help inform the final Vision document. Officers will set out in any future report on the final Vision document how the comments received have been considered and any changes that have been made to address these.
- 3.30 Bob Toll referred to the brief for the engagement and indicated that he can understand why feedback is in the form of a questionnaire but asked if there is going to also be a facility to just write in to respond. With previous experience the questions were not always relevant and suggestions were made to have open text boxes to allow people freedom to explain their answers or respond on other matters.
- 3.31 AH confirmed that this would be fed-back into the questionnaire which would be circulated to the Steering Group in advance.
- 3.32 Adam Halford indicated that the Council will advertise the exhibition on-line and through a joint press release. For any residents or other stakeholders that are unable to attend the exhibition the document and questionnaire will also be available to view on-line on the Councils websites and a static exhibition will be on display at Harlow Civic Centre

between Monday 2nd July and Friday 13th July which will be accessible between 9am and 5pm on weekdays.

- 3.33 Adam Halford proposed that the next Steering Group meeting which was due to take place at 7pm on Thursday the 12th July take place at the Village Hall immediately after the consultation event.
- 3.34 All members were in agreement to hold a briefer Steering group meeting on Thursday 12th July starting at 8pm at the Gilston and Eastwick village hall after the Garden Town Vision consultation.

4. East Herts District Plan Update

- 4.1 Adam Halford repeated as reported at the May Steering Group meeting, that the main modifications consultation has concluded and the Inspector's report is awaited for 'fact checking' by the council. The Planning Inspectorate has indicated this will be provided in late June. The council will have two weeks to 'fact check' (the fact check process is strictly confidential and the Council cannot share the Inspector's report or its findings outside the council). It is hoped the Planning Inspectorate will publish the final report in July. Once the final report is received the Council will consider any further actions based upon the Inspector's recommendations. If it is considered that the District Plan can be adopted it will go through the council's democratic process culminating in formal adoption by full council. Extra meetings may be called if necessary to complete the process.
- 4.2 Adam Halford confirmed that the Council's Executive agreed the recommendations of the report on the Gilston Area Concept Framework at the meeting on Tuesday 12th June. The webcast of the meeting can be viewed on the Councils website https://eastherts.public-i.tv/core/portal/webcast_interactive/355592 . Minutes of the Executive meeting will be published shortly and will include answers to questions raised by Cllr Brunton addressing the statement from the Neighbourhood Plan Group. AH thanked the Group for these comments and their continued engagement.
- 4.3 **Action:** Adam Halford to circulate a link to the Executive minutes once these are formally published.
- 4.4 Adam Halford confirmed that East Herts officers continue to meet proactively with both Places for People' and City and Provincial Properties' respective consultant teams to discuss the content of any future outline planning applications. Planning Performance Agreements (PPA) have not yet been finalised or agreed between the Council and the applicants. Once these are agreed it is envisaged that the Council will share any agreed timetable with the Steering Group setting out the formal planning application process that will be expected to be followed.

- 4.5 Adam Halford confirmed that the Council are meeting with Places for People and City and Provincial Properties to discuss the Charter to support future planning decisions for the Gilston Area. AH will bring proposals to the Steering Group for workshops with stakeholders and the community to prepare the Charter. It was clarified that the Charter would be a formal Supplementary Planning Document led by the Council and would be subject to statutory consultation, as well as the engagement to be undertaken through workshops, and formally approved by the Council.
- 4.6 Antony Bickmore suggested setting up a smaller meeting to discuss this further.
- 4.7 Adam Halford confirmed that the Council, Places for People and City and Provincial Properties are meeting to discuss presenting some emerging proposals for the Outline planning applications and the Charter to the Garden Town Quality Review Panel in July to seek their advice. It is proposed that the panel will be taken on a site visit and be provided a high level briefing to ensure they further understand the Gilston Area and concept for creating a series of villages.
- 4.8 Anthony Bickmore raised the importance that the Steering Group understand the village concept of the Gilston Area.
- 4.9 **Action:** Adam Halford / Mary Parsons agreed that a briefing note will be shared with the Steering Group.

5. Other District, County and Neighbourhood Planning Updates

- 5.1 Danny Purton was invited to update on the Harlow Council Local Plan consultation which opened on 24 May and will run until 6 July. Over 100 responses have been received to date and the Council are looking forward to reviewing this feedback.
- 5.2 Adam Halford provided an update from Hertfordshire County Council who sent their apologies. Local Transport Plan 4 (LTP 4) has now been adopted by the County. The A414 strategy is progressing with consultation expected in December /January with anticipated adoption in April/May 2019. The Growth and Transport Plan (GTP) which covers the Gilston Area is underway, this is the place where the high level principles and objectives identified in LTP 4 will be translated into site specific schemes and projects. The process will begin to engage with officers in July with anticipated Member engagement in the autumn ultimately followed by wider consultation with the public.
- 5.4 **Action:** HCC to be asked to provide an update on the Minerals Plan.
- 5.5 Antony Bickmore said that the A414 and eastern proposed second Stort crossing is a big concern for the community
- 5.6 Adam Halford reminded the Steering Group that the Garden Town authorities reported in March that a Housing Infrastructure Fund (HIF) bid submitted by Hertfordshire County Council was approved by Government to proceed to the next stage of assessment. The

bid was seeking to provide funding to improve the existing River Stort Crossing, provide a new river crossing and deliver some of the Sustainable Transport infrastructure for the Harlow and Gilston Garden Town. This is a competitive process but the Councils hope to be successful in being awarded the funding and will be developing a business case for this with the Government.

- 5.7 Adam Halford provided an update on HIF from Hertfordshire County Council. A first meeting has been held with Homes England, the Ministry of Housing, Communities and Local Government and the Department for Transport. The Councils will be working with the government bodies to Co-develop a business case which is expected to take place for up to an 11-month period to March 2019.

6. Promoter/Developer Updates

- 6.1 Mary Parsons provided an update on behalf of Places for People on the workshop held with residents on 21st May which they considered was very successful. The team were now assessing a range of options identified through the feedback received.
- 6.2 Mary Parsons / Antony Bickmore announced that a further workshop on transport is set to take place on Saturday 7th July with the community.
- 6.3 Anthony Bickmore suggested that having an independent facilitator at these events with the community would be beneficial..
- 6.4 Councillor Brunton raised the importance that it be made very clear that these events are developer led.
- 6.5 Adam Halford provided an update from City & Provincial Properties from Chris Lovegrove who sent his apologies. The Village 7 project team has been appointed. Principal members of this are Savills who will provide Planning and EIA consultancy advice, Figure/ground who will provide master planning input, Alan Baxter who will provide Transport consultancy master planning input, with Hoare Lea providing technical input in relation to various environmental matters. Pre-application meetings are being held with EHDC. The Village 7 Team is liaising closely with Places for People's team to ensure that there is alignment between the respective Village 1-6 and Village 7 submissions

7. Steering Group List of Matters

- 7.1 AH went through the List of Matters and noted 3 matters identified for this meeting including: (1) discussion of /action to agree the consultation on the draft Garden Town Vision; (2) noting and if necessary discussion of the Executive Meeting on the Concept Framework and (3) noting and if necessary discussion on the Harlow Local Plan. AH confirmed all three matters have been addressed. AH reiterated that the List was created as a means to keep track of matters that the Steering Group may need to take

note of, discuss or action and to co-ordinate these in a logical way through setting out the dates of the meetings when these will occur. AH requested that members should send any additional matters to Sara or AH to ensure they are added to the list.

- 7.2 Anthony Bickmore requested the following matters be added to the list: relationship between the Joint Neighbourhood Plan and the Gilston Area policy and applications; future community Governance and Stewardship for the Gilston Area; and understanding Land Value Capture.
- 7.3 Councillor Linda Haysey updated that the Council are considering stewardship for all of its development sites and meeting with bodies such as the Land Trust and the Bournville Trust to consider what these approaches offer. The Council will look for opportunities to invite the Steering Group to attend presentations where appropriate and useful.
- 7.4 Mary Parsons also recommended that the Council consider the Milton Keynes Parks Trust model.
- 7.5 Jill Buck asked whether these groups just deal with the stewardship and maintenance of spaces or whether they also have design inputs to these, the future of the Hunsdon Airfield land was provided as an example. Mary Parsons confirmed some groups can engage at the design stage where necessary but that Places for People already have a team of landscape designers so it is not always necessary.

8. Steering Group Programme

- 8.1 **Action:** It was requested that the 1 year programme be updated to pick up dates of any events.

9. Any Other Business

- 9.1 Anthony Bickmore invited the Steering Group members to attend the transport workshop being run by Places for People on Saturday 7th July at Gilston.
- 9.2 Anthony Bickmore suggested the date of 8th September for a working party meeting facilitated by the TCPA on governance.
- 9.3 Anthony Bickmore suggested a workshop meeting on 13th October which could be on the outline planning applications or the final concept framework.
- 9.4 Councillor Linda Haysey noted the need to ensure consultation reaches younger generations and suggested that this should be a key point for the next meeting.
- 9.5 **Action:** Taryna Surtees-Moss to set out some proposed ideas for how to reach younger generations through consultations for the next meeting.

9.6

The meeting closed at 9.00pm.

Date of next meeting: 12th July at 8.00pm at Gilston and Eastwick Village Hall, Gilston